

Before the Event

1. Download a copy of the database
 - a. File => Download Database Copy
 - b. Hostname: scorekeeper.wwscc.org
 - c. Select series
2. If desired, download a copy of the attendance data
 - a. Attendance => Download Attendance Data
 - b. Hostname: scorekeeper.wwscc.org
 - c. Attendance => Configure Attendance Values
 - d. Verify desired values are set

Example

```
PunchCard = Series(nwr,pro); championships=0; MinYear(2011); maxyearcount<= 4;  
ISTClass = totalevents <= 9; avgyearcount <= 3;
```

During Registration

1. Enter part of the first and/or last name
2. Select the driver from the list of drivers
 - a. If the name is grey italic or not preset, you must click **"New Driver"** to create a new driver entry
3. Verify the member number for barcodes
 - a. You can **"Edit Driver"** to update the member # information
4. Verify that the correct car(s) have **Reg/Paid** to the left of them.
 - a. To change a car entry, select it and click **"Registered and Paid"**, **"Registered Only"** or **"Unregister"**
 - b. **Registered** means the car was registered but has not paid yet
 - c. **In Event** means the car already has times recorded in the event
 - d. **Used** means that the car has been used in previous events
5. Cars can also be created, edited or deleted.
 - a. **"New From"** prefills the data with the selected car.

Merging registration databases

1. Take laptops to timing
2. Merge => Open Change Viewer
3. With "Active" selected, click "Merge" and select the correct remote database
4. Merge process is done when OK dialog is presented, you can close the Change Viewer
5. If there are multiple registration laptops, once all have merged their data:
 - a. Merge=>Get Fresh Copy to download the complete copy from the server.

Tasha's FAQ's

1. If an entrant is registered for two classes at the same event, *<class>* and **TOPM**, and it is the AM session where *<class>* is running, does registration need to do anything to make sure the entrant's *<class>* entry info is used first?

No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups. Data Entry can also override if they need to.

2. If an entrant is running *<class>* and also registered for **TOPM**, but *<class>* runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

Nothing is required; however, you can unregister the TOPM if you wish.

3. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

No, they are ready to go

The screenshot shows the 'Registration' software window. At the top, it displays 'Database: nwr2013.db', 'Event: NWR SCCA Practice at Packwood', and 'Changes: 5'. The interface is divided into several sections:

- 1. Search:** Fields for 'First Name' (T) and 'Last Name' (M) with a 'Clear' button.
- 2. Driver:** A list of drivers: TJ Mcgeary, Tasha Mikko (selected), and Trevor McDermott. To the right, there are buttons for 'New Driver' and 'Edit Driver'. Below these, it shows 'Tasha Mikko (driverid=148)' with a placeholder for a photo, 'Member #376321', a barcode, and a 'Print Label' button.
- 3. Car:** A list of cars with status indicators: 'Used' (NSPAXL (STU) #13, 2006 Mitsubishi Evo Graphite Gray), 'Registered' (NSPAXL (STU) #56, 2006 Mitsubishi Evo IX White), and 'Reg/Paid' (TOPM #156, 2006 Mitsubishi Evo IX White, selected). To the right, there are buttons for 'New Car', 'New From', 'Edit Car', and 'Delete Car'. Below these, it shows 'TOPM #156 (carid=424)' and '2006 Mitsubishi Evo IX White'.
- 4. Do it:** Buttons for 'Registered and Paid', 'Registered Only', and 'Unregister'.

On the right side of the window, there are two summary tables:

ISTClass	No
totalevents	92.000
avgyearcount	10.222

PunchCard	No
Series(nwr,pro)	
championships	5.000
MinYear(2011)	
maxyearcount	11.000